

Personnel Instructions Covering the Liquidation of SSU Activities  
Overseas, and the Appointment of Personnel to the Central Intelli-  
gence Group

CIVILIAN EMPLOYEES

1. In order to facilitate the separation of present SSU Civilian personnel overseas and to accomplish the appointment of selected individuals to the CIG, it has been determined that all employees so selected will be appointed at their present gross annual salary. After such appointments have been effected, an organizational review of the individual positions and incumbents will be made by the Personnel Division <sup>(Washington)</sup> ~~of the~~ ~~CIG~~ and adjustments, where necessary, will be made on the basis of assigned duties and responsibilities.
2. To carry out the provisions of the liquidation and adhere to existing regulations, it is necessary for the Chief of Mission or his authorized representative to issue a termination <sup>NOTICE</sup> (copy attached) to all civilian employees. This letter must be delivered to the employee, 30 days prior to the effective date of termination, which has been set as the close of business 19 October 1946.
3. Any civilian employees under your jurisdiction who are not to be appointed to CIG should be returned to this headquarters by the fastest <sup>surface</sup> available transportation. In any event, all such employees should be enroute to the United States by 1 October 1946. In the event arrival in the U. S. does not take place on or before 19 October 1946, extensions of the effective date of termination will be issued by the

Washington Office.

4. In order to accomplish the appointment of employees to the CIG so as to prevent delay in payments of salary, allowances, etc., the following forms must be completed or signed according to the following instructions, and returned so as to reach this office not later than 1 November 1946.

a) Personnel Action Request - Form #

All of the information which can be supplied by this office will be inserted on the face of the form. It should be reviewed, information added where required, and signed by the employee concerned. Likewise, a complete statement of the duties performed by the employee should be given on the reverse under "Job Description", using the space under "Special Qualifications" if necessary. <sup>(See par. 4(b)).</sup> The completed form should then be reviewed and signed by the authorized officials at your headquarters.

b) Application for Federal Employment - Standard Form #57

This form should be completed in duplicate by the employee according to the printed instructions and attached to the "Personnel Action Request". The use of this form will eliminate the necessity for a statement of "Special Qualifications", which is called for on the "Personnel Action Request".

c) Combined Oath, Affidavit, Declaration, etc. - Standard Form #61a

All required information on both sides of this form should be supplied by the employee who is to be appointed to the CIG.

This form should not be signed prior to the effective date of appointment, 20 October 1946, and the signature should be witnessed by any Officer who is authorized to administer oaths.

d) Letter of Appointment - Form #

The letter of appointment should be completed from the information contained on the "Personnel Action Request", and signed by the official of your station who has been delegated that authority. Concurrently with the execution of the Oath, the employee should be given the letter of appointment. After becoming acquainted with its contents, it should be signed by the employee as evidence of the acceptance of the terms of appointment and should be attached to the other forms for transmittal to Washington.

e) Leave Transcript - Form #

Complete information regarding unused leave balances standing to the credit of employees to be appointed to CIC must be supplied and transmitted with the other required forms.

f) Employee's Withholding Exemption Certificate - Form #W-4

For those employees whose status will require tax deductions, forms will be prepared in this office and sent to you, *under separate cover.* They should be signed by the employee, and attached to the other forms, *and return to Washington.*

g) Bond Deduction Form - Treasury Dept. Form #2254

Forms will be prepared in this office for those now authorizing bond deductions. The form should be signed by the

employee for transmittal to Washington. It is ~~desired~~ <sup>desirable</sup> that no changes in amount of deductions, etc., be made at this time in order that delays will not result in effecting payments of salary.

5. As stated in Paragraph 4 above, it is absolutely essential that all of the forms discussed in that paragraph be signed by the employee and/or the required officials of your headquarters, and transmitted <sup>via AIR</sup> ~~to this office~~ <sup>Washington, att: Chief Personnel Division,</sup> ~~Pouch~~ so as to arrive not later than 1 November 1946.

Since a great amount of review will be required ~~in this office~~, any delays in receipt will cause corresponding delays in payments of salaries and allowances.

MILITARY AND NAVAL PERSONNEL

1. When the information requested in our Cable # <sup>268</sup> ~~Wash 268~~ is received, orders will be issued transferring the selected Service personnel to the CIG effective 20 October 1946.

2.

25X99A2

Attachments - 8

5 September 1946  
JHL/dr

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